

## WARREN COUNTY BOARD OF SUPERVISORS

**COMMITTEE: PERSONNEL**

**DATE: DECEMBER 6, 2006**

---

---

**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS      GABRIELS  
                         KENNY  
                         HASKELL  
                         BELDEN  
                         STEC  
                         F. THOMAS

**OTHERS PRESENT:**

WILLIAM THOMAS, CHAIRMAN  
JOAN PARSONS, COMMISSIONER OF  
                         ADMINISTRATIVE AND FISCAL SERVICES  
JOAN SADY, CLERK OF THE BOARD  
PAUL DUSEK, COUNTY ATTORNEY  
RICHARD KELLY, PERSONNEL OFFICER  
SUPERVISORS  
                         CAIMANO  
                         CHAMPAGNE  
                         GERAGHTY  
                         MONROE  
                         O'CONNOR  
                         TESSIER  
                         VANNESS  
WILLIAM LAMY, SUPERINTENDENT DPW  
LARRY CLEVELAND, SHERIFF  
ROBERT PHELPS, COMMISSIONER OF SOCIAL  
                         SERVICES  
FRANK O'KEEFE, TREASURER  
HAL PAYNE, WESTMOUNT HEALTH FACILITY  
                         ADMINISTRATOR  
MARV LEMERY, FIRE PREVENTION & BUILDING CODE  
                         ENFORCEMENT ADMINISTRATOR  
RICK MURPHY, DEPUTY COMMISSIONER OF FISCAL  
                         SERVICES  
MARSHALL STEVENS, AIRPORT MANAGER  
MAURY THOMPSON, *THE POST STAR*  
NICOLE LIVINGSTON, DEPUTY CLERK

---

---

~~Mr. Gabriels called the meeting of the Personnel Committee to order at 9:05 a.m.~~

---

---

Motion was made by Mr. Belden, seconded by Mr. Kenny and carried unanimously to approve the minutes of the November 8<sup>th</sup> Committee meeting, subject to correction by the Clerk of the Board.

Copies of the Personnel Agenda were provided to the Committee members, and a copy of same is on file with the minutes.

Mr. Gabriels apprised that the first agenda item listed referrals from the Airport Committee, of which there were two. He explained the first was a request to fill the vacant position of an Airport Facilities Maintenance Mechanic with a base salary of \$38,690, (Employee No. 489), due to retirement. The second, Mr. Gabriels said, was a request was to fill the vacant position of an Airport Maintenance Worker, with a base salary of \$32,900, (Employee No. 8490), due to promotion.

Mr. Kenny noted that the Committee would likely look for areas to reduce personnel in the future

and he asked why these positions needed to be filled now when they had been vacant for some time. Marshall Stevens, Airport Manager, explained that in the past, personnel from the DPW Department had been temporarily assigned to the Airport for assistance, eliminating the need for additional staff at that time. He noted that because the Airport would be taking on additional projects and responsibilities in the coming year, they would require the additional personnel.

Mr. Kenny referenced the memo attached to the Personnel agenda and Mr. Stevens' request which substantiated the need for the additional staff. He stated that other Department Heads should be encouraged to take the same initiative, proving that their personnel requests were needed to facilitate the duties demanded of their Department, and Mr. Gabriels agreed. Joan Parsons, Commissioner of Administrative and Fiscal Services, advised that she had required this information of Mr. Stevens, as it was required of all Department Heads presenting personnel requests in the future.

Motion was made by Mr. Kenny, seconded by Mr. Haskell and carried unanimously to approve both requests as outlined above. Copies of the Notice of Intent to Fill Vacant Position forms are on file with the minutes.

Resuming agenda review, Mr. Gabriels stated that Items 2a and 2b were referrals from the DPW Committee. He said that item 2a was a request to fill the vacant position of Auto Mechanic #4, base salary of \$29,191, (Employee No. 523), due to retirement. Mr. Gabriels continued stating that item 2b was a request to fill the vacant position of Auto Mechanic Helper, base salary of \$27,085, due to promotion.

Mr. Belden noted that the positions in question had been discussed at length during prior DPW Committee meetings, where it had been determined that the positions were necessary. Mr. Haskell stated that John Little, the employee retiring from the Auto Mechanic position, would be sorely missed as he was one of the best mechanics in Warren County's employ.

Mr. Gabriels noted that neither of the Notice of Intent to Fill Vacant Position forms submitted had been signed by the DPW Committee Chairman, and he asked Mr. Belden if they had been approved. Mr. Belden replied that both requests had been approved and he apologized for neglecting to sign those forms.

Motion was made by Mr. Haskell, seconded by Mr. Belden and carried unanimously to approve both items 2a and 2b as outlined above. Copies of the Notice of Intent to Fill Vacant Position forms are on file with the minutes.

William Lamy, DPW Superintendent, noted that he had prepared a statement similar to Mr. Stevens', explaining the need for additional staff, a copy of which was also included in the agenda. Mr. Lamy advised that his Department was facing between six and twenty-four potential retirements in 2007, the ripple effect of which could affect twelve to fifty other positions. Mr. Lamy stated that he would provide any information required by the Committee to fill vacancies; however, he wanted the Committee to be aware that it would be very time consuming to provide a detailed justification for each staff change required due to the number of possible changes. Mr. Lamy said that it was his hope that a much less detailed synopsis of the requirement would be adequate in these instances; however, he reiterated that he would proceed with whatever

direction the Committee gave.

Mr. Caimano said that he felt it was important for the Personnel Committee to be aware of situations such as the volume of the upcoming retirements. He suggested that Mr. Lamy meet with the DPW Committee Chairman and the County Administrator to develop a report detailing the state of the DPW Department and listing these issues. Mr. Lamy replied that although this was a good suggestion, he did not currently have the time to implement such a process. Mr. Caimano replied that the Committee had no way of knowing the issues which the DPW Department faced if they were not informed, and it would be time well spent for Mr. Lamy to follow his suggestion and provide this information so that the Committee would better understand the workings of the DPW Division.

Mr. Bentley entered the meeting at 9:12 a.m.

Mr. VanNess stated that he supported Mrs. Parsons decision to require detailed written information substantiating each personnel change. However, he suggested that an alternative, in time sensitive situations such as this, might be to require the Department Head's presence at the Personnel Committee meeting to answer any questions that might arise, and lightening the written requirement to a much less detailed explanation.

Mr. W. Thomas entered the meeting at 9:14 a.m.

Mr. Champagne said that, for the time being, such detailed explanations were not needed for all position changes and upgrades. He suggested that a short explanation, or a flow chart for multiple staff changes, be provided for the present. Mr. Champagne added that when Mr. Lamy had his Department in order, he might reconsider implementing the procedure suggested by Mr. Caimano.

Mr. Lamy explained that this would be an ongoing problem for his Department and he noted that he was already aware of two positions which would be vacated before the next Committee meeting. He said that he simply needed to know how much of his time he would need to devote to the justification process to keep the DPW Department running smoothly.

Mr. F. Thomas said that he felt a brief description of what the position was and did would be very helpful in determining whether the position was needed. He added that with all of the upcoming retirements it was a good opportunity to review the position's importance and delete those unnecessary positions to aid in balancing the Budget for 2007.

Mr. Lamy stated that he was unable to anticipate retirements and vacancies; he added that he was only able to respond to the vacancies as they occurred and present them to the Committee as quickly as possible. Mr. Lamy noted that if the Committee wished the DPW Department to continue to run smoothly, the staff needed to be maintained.

Mr. Haskell stated that the DPW Department was understaffed and had been for some time. He added that unfortunately, the Department was not as efficient as it had been in the past due to prior staff cuts.

Mr. Geraghty stated that although he did not feel a long winded explanation should be required for each personnel change, it was important for all Department Heads to note that not every personnel change would be approved in 2007 due to Budget constraints.

Mr. Lamy reminded the Committee that the work plan approved in the 2007 Budget presented another issue. He explained that the work plan reached out to every municipality and other organizations within Warren County, and the ability to provide the services promised was based on the required staffing. He added that if the staffing were decreased he would be forced to review the work plan and determine what could feasibly be done and what must be sacrificed.

Mr. Tessier advised that the simplest way to address this issue would be to continue with the process used in the past. He explained that the Department Head would present the request to their respective Committee and from there the Committee would determine whether or not to refer the request to the Personnel Committee where the Department Head would be required to provide an explanation for the request if necessary.

Mr. Bentley apprised that the Town of Horicon required six-month notice prior to retirement to avoid situations such as this one. He suggested that Warren County consider implementing a similar statute in future Union negotiations.

General discussion ensued.

It was the consensus of the Committee that Mr. Lamy should continue to provide a short synopsis detailing each personnel request as required; however, he should be prepared to attend each Personnel Committee meeting to provide explanation for any questions that may arise with respect to the request.

Returning to agenda review, Mr. Gabriels advised that the third agenda item was a referral from the Fire Prevention and Control Committee to fill the vacant position of Deputy Fire Coordinator, base salary of \$4,714, (Employee No. 1847), due to retirement.

Mr. Belden noted that the vacancy had been discussed at length during the Fire Prevention and Control Committee meeting. He added that the employee in that position had been forced to retire due to illness.

Motion was made by Mr. Stec, seconded by Mr. Belden and carried unanimously to approve the request as outlined above. A copy of the Notice of Intent to Fill Vacant Position is included with the minutes.

The fourth agenda item, Mr. Gabriels advised, was a request made by Mrs. Parsons for permission to address the Committee and privilege of the floor was extended to her. Mrs. Parsons announced that she intended to retire from her position as Commissioner of Administrative and Fiscal Services in the Spring of 2007 and she thanked the Committee and the Board for the time they had allowed her to serve the Board of Supervisors.

Mr. Belden stated that he had known Mrs. Parsons for a long time and he said that he would truly miss her. He added that she had done a wonderful job and it would be hard to fill the void

created by her retirement. Mr. Stec agreed with Mr. Belden and he said that Mrs. Parsons had been a guide for him over the past three years and he had acquired great respect for her and the job she had done. He added that Warren County was a much better place financially and from a quality of life perspective because of her service.

Mr. Haskell said that there were many people who had no understanding of the amount of work Mrs. Parsons had done. In addition, Mrs. Parson's had been a source of guidance for many of the Supervisors over the years, Mr. Haskell stated. He said that he felt whomever was chosen to replace Mrs. Parsons would not be able to fulfill the obligations of the position as she had.

Mr. Kenny noted that he felt Mrs. Parsons was the "rock" on which the Board of Supervisors depended. He added that Mrs. Parsons had always been available to discuss the issues prevalent to the Board, lending guidance where needed, and he appreciated all that she had done. Mr. Caimano apprised that there seemed to be a feeling amongst those not working for Warren County that a County Manager position needed to be implemented. He said that he would like to invite those people to watch Mrs. Parsons work for a day to see that she does fit that description. Mr. Caimano said that he had learned a lot from Mrs. Parsons. He added that as the Budget Officer, he appreciated the services she had provided more than she would ever know.

Mr. Tessier, as the longest serving Supervisor present, said that he had worked with Mrs. Parsons for several years and she had always kept him well informed of the issues surrounding the Board of Supervisors. He said that Mrs. Parsons had done an outstanding job and he had depended on her many times over the twenty-four years he had served as a Supervisor. Mr. VanNess stated that Mrs. Parsons had been a great asset and source of knowledge over the years. He agreed with Mr. Caimano's statement that a County Manager was not needed because Mrs. Parsons had filled that position, along with all of her other responsibilities. Mr. VanNess thanked Mrs. Parsons for all that she had done for him, both personally and professionally.

Mr. Champagne echoed the sentiments of the other Supervisors and added that he wished Mrs. Parsons the very best in her retirement. Mr. Gabriels said that he also wanted to extend his personal appreciation for the services provided and he noted that he had not realized the number of years Mrs. Parsons had served the Board. He advised Mrs. Parsons that she would be greatly missed.

Mr. O'Connor entered the meeting at 9:29 a.m.

Mr. W. Thomas advised that because he had worked closely with Mrs. Parsons over the years, they had developed a special relationship. He also thanked Mrs. Parsons for the services she had provided. Mr. W. Thomas advised the Committee that because Mrs. Parsons intended to retire in the Spring of 2007, they needed to decide how to proceed in finding a replacement for her position.

Mr. Haskell suggested that the position be advertised immediately because it would not be an easy position to fill. Mr. W. Thomas stated that in speaking with Paul Dusek, County Attorney, he had been advised that if they wished to hire a replacement by the time Mrs. Parsons retired the process needed to begin right away.

Mr. Belden agreed that this would not be an easy position to fill and he suggested that whomever was chosen should be allowed at least two months training with Mrs. Parsons prior to her retirement.

Jokingly, Mr. O'Connor suggested that in solution to the problem, Mrs. Parsons should not be allowed to retire. He stated that although he was very surprised to hear of Mrs. Parsons decision, he extended his best wishes for her retirement.

Mr. Gabriels asked Mr. Dusek to provide a brief time line of the hiring process for this position. Mr. Dusek distributed a copy of the intended advertisement, a copy of which is on file with the minutes. He advised that if the advertisement were released immediately it would be printed within the week; however, he said they would have to allow at least two weeks for resumes to be submitted, stretching that portion of the process to around January 1, 2007. Mr. Dusek said that he would assume that the Committee would require at least one month for the interviewing process, ending around February 1<sup>st</sup>. The person chosen for the position should require sufficient notice for their current employer, Mr. Dusek apprised; he said that for such a high level position they may require leave notice of four to eight weeks. Mr. Dusek said that in light of this fact the candidate chosen may not be available to fill the position until March or April, roughly the same time Mrs. Parsons would be retiring.

Mr. VanNess said that although the position needed to be filled, he felt that the Committee should take their time in choosing a candidate because it was such an important position. He noted that Mrs. Parsons had agreed to work with her replacement to provide appropriate training and it was important to choose the right person for the job.

Mr. Champagne agreed with Mr. VanNess' statement and he added that because the advertisement would be published during the holiday season, applicants should be given until January 15<sup>th</sup> to respond.

Mr. Haskell said he disagreed and that anyone seeking a position, such as this one, would have a resume ready and be able to reply to the advertisement quickly. Mr. Caimano agreed with Mr. Haskell and he added that he thought there would be an outpouring of responses from the residents of Warren County. He noted that if an adequate response were not received they could always extend the deadline later.

Mr. W. Thomas said that he felt Mr. VanNess was correct in suggesting that the decision should not be rushed. He said that Warren County had been lucky in the past years because the person filling the position had always been someone known and trusted by the Board of Supervisors. Mr. W. Thomas said that it was important that another such person be placed in Mrs. Parsons position upon her retirement.

Mr. Gabriels noted that the advertisement would be placed in the NYSAC (New York State Association of Counties), The Post Star and The Times Union newspapers, as well as on the Warren County website.

Mr. O'Connor asked if a more detailed job description could be included in the advertisement and Mr. Dusek replied that it could not because it was an exempt position.

Motion was made by Mr. Haskell, seconded by Mr. Belden and carried unanimously to advertise Mrs. Parsons' position with a response deadline of January 3, 2007.

The final agenda item, Mr. Gabriels apprised, pertained to discussion of the applications for the Human Resources Director position.

Motion was made by Mr. Stec, seconded by Mr. Kenny and carried unanimously to declare executive session pursuant to Section 105(f) of the Public Officers Law to discuss matters leading to the employment of a particular person.

Executive session was declared from 9:42 a.m. to 9:57 a.m.

Upon reconvening, Mr. Gabriels advised that the Committee had taken no action during executive session.

Mr. Dusek reminded the Committee that in prior meetings they had authorized an RFP (Request for Proposal), for consulting management services with respect to human resources. He noted that the items sought in the RFP were performance appraisal programs, compensation administration programs, job descriptions and the employee handbook. Mr. Dusek advised that two proposals had been received, one from Hamel Resources, LLC of Lake George and the other from Public Sector HR Consultants, LLC of Glenville. He asked if the Committee wished to proceed in reviewing the proposals or postpone the process until the Human Resources Director had been chosen for assistance.

Mr. Belden said that it made sense to delay this process until the Human Resources Director was hired and Mr. Haskell agreed.

Motion was made by Mr. Stec, seconded by Mr. Belden and carried unanimously to delay the review of the proposals for consulting management services until a Human Resources Director was chosen.

As there was no further business to come before the Personnel Committee, on motion made by Mr. Haskell and seconded by Mr. Stec, Mr. Gabriels adjourned the meeting at 10:00 a.m.

Respectfully Submitted,  
Nicole Livingston, Deputy Clerk  
*Typed by Amanda Allen, Legislative Office Specialist*